



TO: Workforce Investment Board Chairmen
Workforce Investment Board Director
Regional Workforce Board Chairpersons
Regional Operators
Regional Coordinators

FROM: Ronald L. Stiver
Commissioner *RS*

DATE: May 22, 2006

SUBJECT: DWD Policy 2005-22
Smoke-Free WorkOne Centers and Express Sites

Purpose

Requires Workforce Investment Boards and Regional Workforce Boards to create smoke-free policies for WorkOne centers and Express sites.

Rescission

DWD Policy 2003-08 issued October 10, 2003

Content

On January 1, 2006, the Indiana Department of Administration, custodian of state buildings and grounds under Indiana Code 4-20.5-6-5, declared that all parts of the buildings and grounds of the Indiana Government Center Campus in Indianapolis be designated smoke-free.

Indiana's Workforce Investment Boards and Regional Workforce Boards are federally funded and operate government funded programs. As such, the Indiana Department of Workforce Development is extending the smoking restrictions to the WorkOne centers and Express sites throughout the state of Indiana.

Effective July 1, 2006, Workforce Investment Boards and Regional Workforce Boards must establish smoke-free policies for the WorkOne centers and WorkOne Express sites in their jurisdiction. The policy shall address:

- The prohibition of all smoking and tobacco products in each of their owned or leased WorkOne centers and WorkOne Express sites. This prohibition will cover the entire property which includes the owned and leased buildings and grounds.
- The posting of non-smoking signs and posting of the smoke-free policy.

The Indiana Department of Workforce Development requests that all employees and visitors voluntarily comply with this smoke-free policy and help maintain a clean, safe and healthy business environment for the public at its WorkOne centers and WorkOne Express sites.

Effective Date

July 1, 2006

Review Date

May 1, 2008

Ending Date

June 30, 2008

Ownership

Partner Services

Action

Effective July 1, 2006, Workforce Investment Boards and Regional Workforce Boards must establish policies requiring WorkOne centers and Express sites to be smoke-free facilities, post non-smoking signs and their policy and distribute the policy to the staff.

Contact Person

Betty Culley, Policy Analyst

Partner Services

Indiana Department of Workforce Development

10 North Senate Avenue

Indianapolis, IN 46204

Telephone: 317.233.2695

E-mail: bculley@dwd.IN.gov